

AUDITOR/CONTROLLER-RECORDER

Larry Walker

MISSION STATEMENT

The San Bernardino County Auditor/Controller-Recorder's Office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.

We are committed to:

Our Taxpayers

.... spending taxpayer dollars wisely. To this end, we are dedicated to providing our services in a cost effective, efficient manner by taking advantage of innovation and new technology. We will promote sound financial management throughout County government and will perform budgetary control as required by law.

Our Customers

.... providing a high level of quality services to our customers. We will be sensitive and responsive to our customers' needs and expectations. We will be accurate, thorough and timely in the performance of our duties and will treat our customers in a professional manner with courtesy and respect.

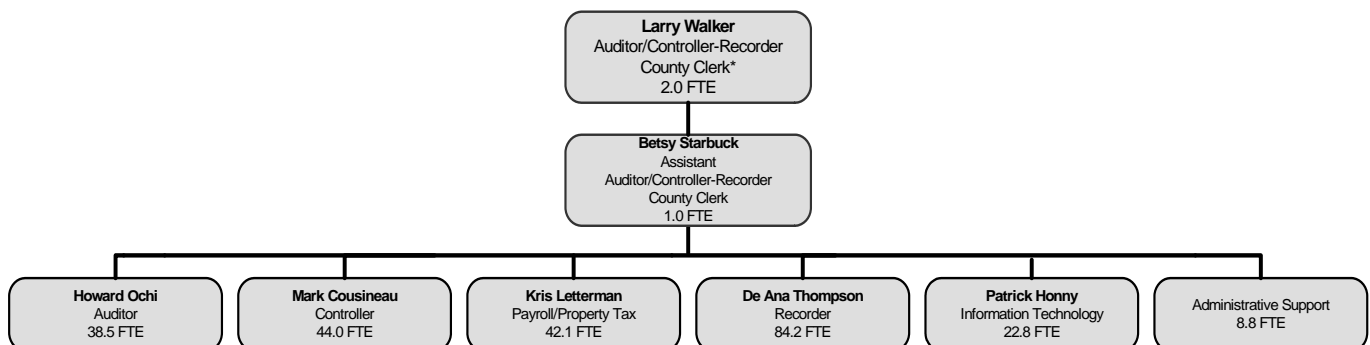
Our Employees

.... providing our employees with a safe, comfortable working environment in an atmosphere of mutual respect, cooperation and non-discrimination. We will hire and train competent, knowledgeable individuals with backgrounds that will complement and enhance the abilities of our workforce and we will provide opportunities for continued professional growth and advancement. We recognize, value, and support the efforts and ideas of our employees and will provide the information and resources necessary to accomplish the goals of this organization.

STRATEGIC GOALS

1. Provide timely and accurate financial information.
2. Expand and enhance Recorder Division services.
3. Enhance accounts payable process.

ORGANIZATIONAL CHART



* County Clerk is recognized as 1.0 FTE.



SUMMARY OF BUDGET UNITS

	2008-09				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
<u>General Fund</u>					
Auditor/Controller-Recorder	19,071,494	6,610,723	12,460,771		216.4
Total General Fund	19,071,494	6,610,723	12,460,771		216.4
<u>Special Revenue Funds</u>					
Systems Development	16,380,504	2,504,529		13,875,975	26.0
Vital Records	655,244	165,839		489,405	-
Recorder Records	1,034,032	485,000		549,032	1.0
Electronic Recording	587,620	485,000		102,620	-
Social Security Number Truncation	695,792	485,000		210,792	-
Total Special Revenue Funds	19,353,192	4,125,368		15,227,824	27.0
Total - All Funds	38,424,686	10,736,091	12,460,771	15,227,824	243.4

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.

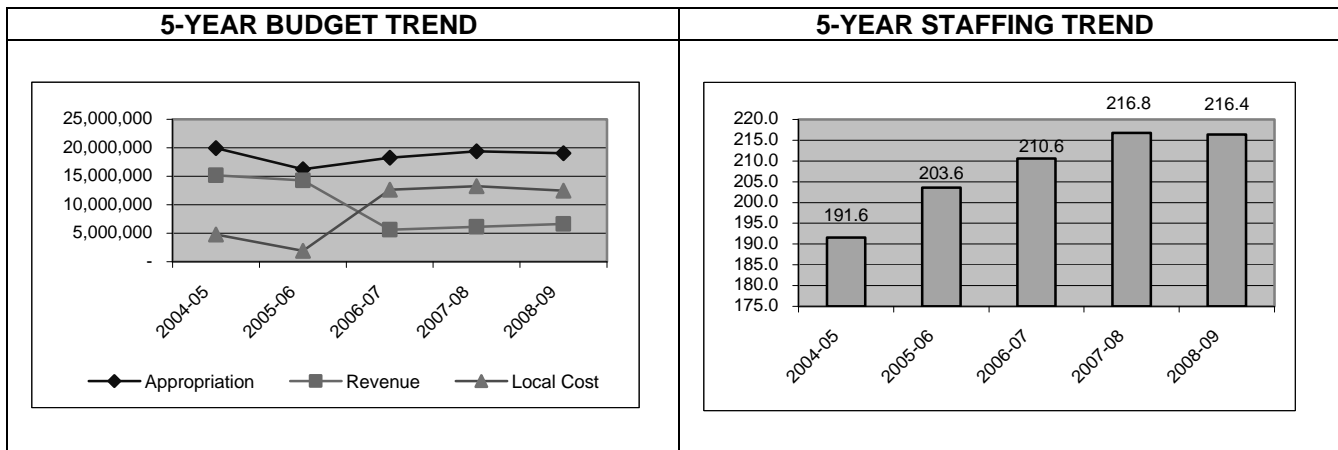


DESCRIPTION OF MAJOR SERVICES

The Office of the Auditor/Controller-Recorder and County Clerk (ACR) is responsible for providing the county and its constituents with a variety of accounting services and document recording and management services. The Auditor and Controller Divisions record the collections and perform the accounting, reporting, disbursements, and audits of all county financial activities to ensure sound financial management. They are also responsible for developing and implementing accounting systems and standards, conducting operational risk assessment reviews, and administering the Countywide Cost Allocation Plan. The Payroll/Property Tax Division is responsible for payroll services, Employee Management and Compensation System (EMACS) development, and the compilation of property tax rates and revenue disbursements to taxing agencies.

The Recorder Division accepts all documents for recording that comply with applicable recording laws. The Recorder produces and maintains official records evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Division is also responsible for County Archives and County Clerk functions. County Archives maintains all the historical records for the county. The office of the County Clerk files and manages records as they relate to vital statistics, fictitious business names, and other records that are required by the State to be filed with the County Clerk.

BUDGET HISTORY



The significant increase in local cost and decrease in revenue in 2006-07 is a result of the county's concern for stabilizing the department's financing. Recording revenue has been placed in countywide discretionary revenue and in lieu of this revenue source, additional general fund financing has been provided. The restructuring of this revenue was board approved on November 1, 2005.

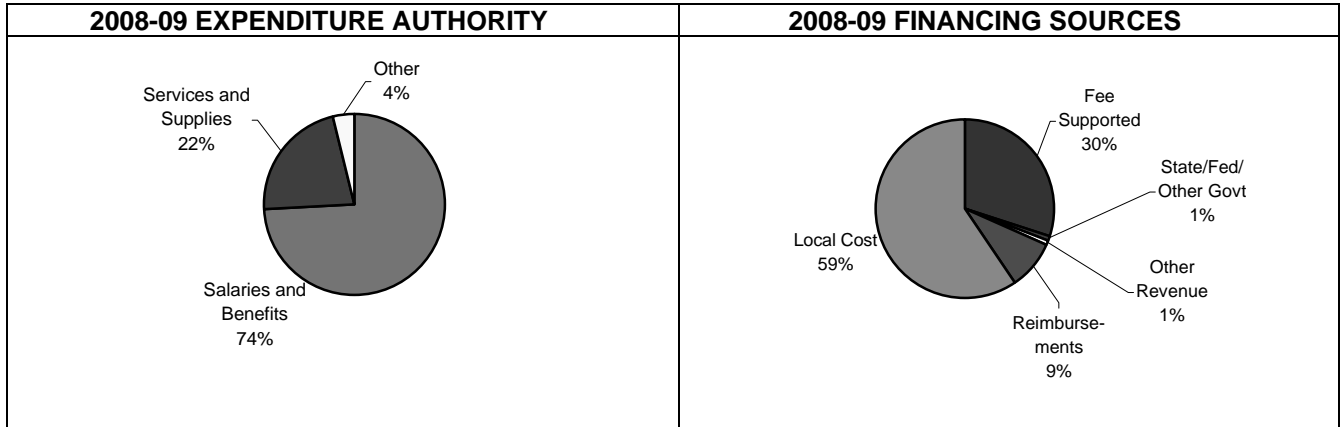
PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	19,968,967	15,071,302	15,467,100	19,357,354	16,576,283
Departmental Revenue	15,184,728	5,608,169	6,550,525	6,102,260	6,782,620
Local Cost	4,784,239	9,463,133	8,916,575	13,255,094	9,793,663
Budgeted Staffing				216.8	

Actual appropriation for 2007-08 is less than modified budget due to the department holding positions vacant and conservative spending in services and supplies. Actual departmental revenue for 2007-08 slightly exceeds the modified budget because of fees from services provided to the general public and additional property tax-related revenue.



ANALYSIS OF FINAL BUDGET



GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: General

BUDGET UNIT: AAA ACR
FUNCTION: General
ACTIVITY: Finance

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	10,707,547	11,951,672	13,269,880	14,207,977	15,993,629	15,545,240	(448,389)
Services and Supplies	3,667,274	3,071,302	2,399,011	2,412,063	3,639,266	3,335,288	(303,978)
Central Computer	1,159,570	1,106,542	921,399	975,766	975,766	1,033,187	57,421
Travel	-	-	-	-	-	234,954	234,954
Equipment	-	8,081	-	-	38,000	-	(38,000)
L/P Struct/Equip/Vehicles	4,531,810	-	-	-	-	-	-
Capitalized Software	-	-	-	-	-	150,000	150,000
Transfers	34,618	53,952	264,839	576,445	633,270	635,557	2,287
Total Exp Authority	20,100,819	16,191,549	16,855,129	18,172,251	21,279,931	20,934,226	(345,705)
Reimbursements	(1,010,208)	(1,355,537)	(1,388,029)	(1,595,968)	(1,922,577)	(1,887,732)	34,845
Total Appropriation	19,090,611	14,836,012	15,467,100	16,576,283	19,357,354	19,046,494	(310,860)
Operating Transfers Out	878,356	235,290	-	-	-	25,000	25,000
Total Requirements	19,968,967	15,071,302	15,467,100	16,576,283	19,357,354	19,071,494	(285,860)
Departmental Revenue							
Licenses & Permits	561,419	512,150	525,412	499,758	450,000	539,000	89,000
State, Fed or Gov't Aid	91,166	161,058	200,328	214,720	121,668	192,410	70,742
Current Services	14,409,803	4,805,768	5,717,128	5,944,381	5,409,654	5,747,307	337,653
Other Revenue	122,340	129,193	107,657	123,761	120,938	132,006	11,068
Total Revenue	15,184,728	5,608,169	6,550,525	6,782,620	6,102,260	6,610,723	508,463
Local Cost	4,784,239	9,463,133	8,916,575	9,793,663	13,255,094	12,460,771	(794,323)
Budgeted Staffing					216.8	216.4	(0.4)

Salaries and benefits of \$15,545,240 fund 216.4 budgeted positions and include a decrease of \$448,389. The department originally budgeted for an increase in staffing. This increase included the mid-year addition of 1.0 Accountant II for the Cal Card program. Also included were positions outlined in the Business Plan including 1.0 Internal Auditor IV, 1.6 Internal Auditor III, 0.8 Systems Procedure Analyst I to provide EMACS training, 1.0 Systems Accountant II and 0.8 Systems Accountant III, as well as 2.4 budgeted positions to support C-IV and the migration of 35 ISAWS counties into the C-IV consortium (these positions include 0.8 Supervising Accountant III and 1.6 Accountant I positions). The request for the C-IV consortium positions was contingent on State funding to reimburse the positions. The balance of the increase in budgeted positions was due to an increase of 6.3 public service employee positions and a reduction of 0.4 for the distributed vacancy factor.

At the 2008-09 Budget Hearing, the Board of Supervisors directed the removal of new positions and reclassifications included in departmental budgets receiving general fund financing for 2008-09. Based on this action, appropriation reflects a reduction of \$896,049 and 14.9 in budgeted staffing. Associated reimbursements/revenues were decreased by \$138,896 and general fund financing by \$757,153.



Services and supplies of \$3,335,288 includes a decrease of \$303,978 primarily due to the transfer of travel expenses to a new appropriation unit, decreased internal services costs, and a reduction in temporary help. Services and supplies includes the costs of internal service funds, computer software expense, contracts for professional services, general office expense, special department expense, increased mail preparation and postage costs, and other expenses associated with operations.

Travel is a new appropriation unit for 2008-09. The amount budgeted of \$234,954 reflects anticipated travel costs in the areas of private mileage, air travel, hotel, car rental and conference fees for this budget unit. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.

Capitalized software of \$150,000 is for the purchase of Quest Stat software to automatically track EMACS programming changes. This item is consistent with the ACR Business Plan.

Transfers of \$635,557 include intra-departmental funding for services provided by other departments including the replacement of the third floor transformer. Reimbursements of \$1,887,732 represent payments from other departments for accounting and auditing services and to cover the expense of using general fund staff to provide services related to the department's special revenue funds. The decrease of \$34,845 is primarily due to the decrease in the reimbursement of services, supplies and salaries for Information Technology and Recorder positions.

Departmental revenue of \$6,610,723 includes a combination of revenue sources which is generated from property tax-related items and services that the ACR provides to both other county departments as well as to the public. The increase of \$508,463 is due to increases in property tax-related revenue, as well as new fees approved by the County Board of Supervisors.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Actual	2008-09 Projected
Received Certificate of Achievement for Excellence in Financial Reporting.	Yes	Yes	Yes	Yes
Received Outstanding Achievement in Popular Annual Financial Reporting.	Yes	Yes	Yes	Yes
Percentage of film images that are repaired by June 30, 2008 (462228 images to be repaired as of 2005-06).	80%	90%	100%	N/A
Track and maintain the number of new microfilm cassettes that are inventoried within one month of receipt by June 30, 2008 (30,011 cassettes as of 2005-06).	100%	100%	100%	N/A
Convert percentage of microfilmed images from 1980 to present to a digitized format by June 30, 2008 (3,235,595 images to be converted as of 2005-06).	80%	90%	100%	N/A
Provide 60% of Recorder services currently offered in the San Bernardino office to at least one satellite location.	N/A	N/A	N/A	100%
Percentage increase in vendor participation in the EFT program (874 vendors as of 2007-08).	25%	35%	96%	40%
Percentage of valid payment documents processed within ten days of presentation to executive management (January through June 2006, 43,479 documents processed).	90%	90%	93%	90%

The performance measures demonstrate an emphasis on achieving the department's strategic goals, providing excellent customer service and the use of staff and technology to provide training for departments. The department will expand services to the public at one additional satellite location and complete the capital improvement projects funded in the 2008-09 budget.

